

JOB DESCRIPTION

EEO

Air Center Maintenance Worker

Date Open: February 10, 2016
Date Close: Until Filled

Schedule: 7:30 am – 4 pm
Monday - Friday

Salary: \$12.2159 -
\$15.0240 – Hourly

Job # 16-018
Full Time
Air Center

SUMMARY: Under close supervision, operates various types of machinery, tools, and equipment in the maintenance and care of Roswell International Air Center (RIAC) buildings, runways, and grounds.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Cleans and maintains landscaped areas; mows grass and edges along sidewalks and buildings; cuts and trims trees and brush; rakes leaves; feeds leaves and brush into chipper; plows and removes snow as needed.
- Applies herbicides and pesticides along runways and taxiways; sets up traps for gophers and ground squirrels.
- Conducts runway, taxiway, and fence line inspections; repairs airfield lighting; paints stripes; removes rubber and debris.
- Collects trash and debris from around the facilities and grounds; hauls waste to landfill.
- Performs equipment maintenance and minor repairs; refills fluids as needed; checks tire pressure.
- Completes inspection forms and log sheets daily.
- May be required to perform minor plumbing and electrical repair work on Airfield buildings.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent AND two years increasingly responsible general maintenance and repair work; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City and Department policies and procedures.

Airfield safety operations and procedures.

- Minor plumbing, electrical, and general maintenance and repair methods and materials.

Skill in:

- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively, both verbally and in writing; following instructions.
- Operating light to medium sized automotive machinery, various hand tools, and small power tools.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Class B driver's license issued by the State of New Mexico and be insured by the City's Insurance carrier.

Depending on area of assignment, one or more of the following may be required: Herbicide Applicators License, Pest Control License, or Plumbing Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in RIAC facilities and on runways and grounds; requires constant physical efforts, and exposure to dangerous tools, cleaning solvents and chemicals, and equipment. Safety precautions must be followed, including use of safety equipment.

PRE-EMPLOYMENT REQUIREMENTS:

Must be able to pass a rigid background investigation including work history, criminal records and other records deemed necessary.

Must pass a post-offer pre-employment physical given by a City-designated physician.

Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FROM WITH THE APPLICATION